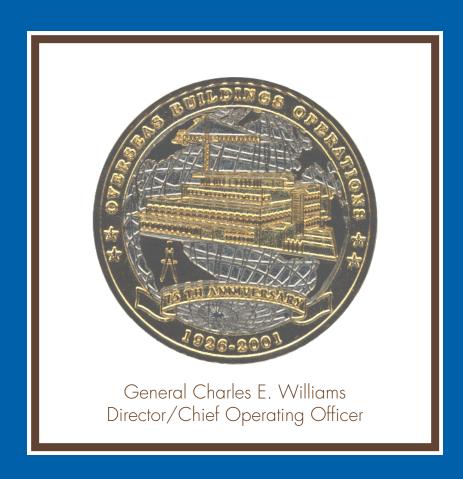


United States Department of State Overseas Buildings Operations

Industry Advisory Panel



12 April 2005 9 June 2005 15 September 2005 15 December 2005

AGENDA

0945 - 0955	Opening Remarks
0955 - 1200	Morning Session
1200 1220	
1200 - 1330	Lunch
1330 - 1545	Afternoon Session





QUESTIONS

DIRECTOR

- 1. What management tool/approach do you recommend to ensure your designer and construction manager are on the same page?
- 2. What is the most fertile circumstance or event that will lead to a claim or change order?
- 3. Explain/comment on what you see as a "true" design-build delivery method.

OPERATIONS AND MAINTENANCE

- 4. How do you determine appropriate maintenance staffing for newly constructed buildings? What kinds of training programs do you presently use which reflect the increased complexity of our facilities?
- 5. How do you measure M&R backlogs, what is included, and how do you determine what is acceptable?
- 6. What is the best way to accommodate contract maintenance operations for NECs? Are there any lessons learned from contract maintenance operations?

DESIGN AND ENGINEERING

- 7. What programming method do you use to account for mechanical and electrical space needs in your facilities? What are reasonable net to gross space ratios in domestic office buildings. What industry space standards are considered "best practice"? (e.g., GSA, BOMA)
- 8. Which specialty consultants are worth hiring in-house and which are better as outside consultants? Consider the following: Landscape Architects, Environmental Engineers, Kitchen Consultants, Historic Preservationists, LEED Specialists, etc.



REAL ESTATE AND PROPERTY MANAGEMENT

- 9. Do you treat real estate as an investment with rate of return requirements, or as a cost center that contributes to the mission?
- 10. Do you have performance standards tied to your real estate assets? Examples include facility condition index, operating cost index, or mission criticality index. If so, are they different for owned and leased properties?
- 11. Has your company explored office space utilization options such as hoteling or hot desking?
- 12. What tools and technology do you provide to your employees who travel regularly to help them manage their workload and keep in touch with HQs?

PLANNING AND DEVELOPMENT

13. In the aftermath of 9/11, how has industry addressed security concerns of housing its employees abroad? Has it changed the approach to this subject?

RESOURCE MANAGEMENT

- 14. OBO and its stakeholders are very focused on adherence to scope, schedule and budget. We are always interested in new ways to deliver projects according to specifications as quickly and cost effectively as possible.
 - What recent industry trends or innovations have you noticed that may not have found their way into OBO's way of doing business that you would recommend we look into?
 - Are we already at the limit, or are there ways we can encourage contractors to be even more innovative in finding ways to complete projects in a quicker and more cost effective manner?



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